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**COMMON LEADER TRAINING
BNCOC/ANCOC PHASE 1
STUDENT HANDBOOK**

1. PURPOSE. To help students attending Basic or Advance Noncommissioned Officer (NCO) professional development training understands the policies and procedures by which all students are governed.

2. RESPONSIBILITY. Every student will become familiar with the content of the student Handbook, and will abide by the policies and procedures as prescribed herein. Each policy or guideline contained herein is based upon “The Creed of the Noncommissioned Officer”, United States Army Training and Doctrine Command (TRADOC) standards, and feedback from previous graduates. Failure to comply with the policies and procedures outlined in the student handbook will result in adverse counseling, and may result in release from the course you are enrolled.

3. GENERAL INSTRUCTIONS. This section outlines general instructions relating to the daily activities and specific policies and procedures of this Regional Training Institute (RTI).

a. *IN-PROCESSING.*

- (1) Assignment of student quarters and classrooms.
- (2) Copy of orders and pre-execution checklist.
- (3) Weigh-in and Army Physical Fitness Test (APFT).
- (4) Haircuts and uniforms inspection.
- (5) Initial Course Orientation.

b. *OUT-PROCESSING.* You may not depart without approval of the Noncommissioned Officer Academy (NCOA) Commandant. You must clear through supply and administrative sections prior to departure from the RTI. As part of your out-processing and/or departing procedures from the RTI, you must complete the following:

- (1) Clean your area of responsibility (classroom) in accordance with (IAW) RTI standard operating procedure (SOP).
- (2) Check out and turn-in of any items hand-receipted from billeting.
- (3) Turn-in of all training materials.
- (4) Turn-in of all hand-receipted equipment from supply.

c. **DAILY SCHEDULE.** Will be IAW training schedule issued during the initial orientation.

4. GENERAL STANDARDS:

a. **STANDARDS OF CONDUCT.**

(1) Students will conduct themselves in the manner expected of an NCO. This includes demonstrating law abiding personal conduct and behavior, both on and off duty. The NCOA Commandant may relieve students from the course for any conduct or behavior that violates any, local, state, or federal law (including the Uniform Code of Military Justice, and the Oklahoma Code of Military Justice), or for any conduct or behavior that violates any Department of Defense (DOD), Army, or local regulation or policy. This includes, but is not limited to substantiated cases of lying (oral or written, sworn or unsworn), cheating, plagiarism, and improper relationships, for example: (senior-subordinate or student-cadre).

(2) Additional standards of conduct that you must maintain are: Gambling in any form is not authorized. No member of the opposite sex may visit a room within the billets unless in the chain of command, and on official business. No alcoholic beverages are authorized while in the RTI area, unless approved by the proper authority. No tobacco products may be used in any building, but may be used in designated areas.

b. **WEIGHT STANDARDS.** Students will weigh-in during in processing. If a student exceeds the screening table weight, he/she will be taped. If he/she exceeds body fat standards of AR 600-9, enrollment will be denied. Additionally, a memorandum will be sent to the first General Officer in the student's chain of command. The NCOA Commandant may direct that a student weigh-in at any time during the course IAW AR 600-9. If the student exceeds the body fat standards of Army Regulation (AR) 600-9, the chain of command will refer the student to the NCOA Commandant or a designated representative for disenrollment consideration.

c. **PHYSICAL FITNESS STANDARDS.** Students must meet physical fitness standards outlined in AR 350-41. An initial APFT will be administered during day one of BNCOC/ANCOC. Individuals failing the initial APFT will take a subsequent APFT not less than 7 days after the initial APFT. Students failing the initial APFT will not be eligible to receive a "Superior" rating in leadership on the DA Form 1059 (AER). If the student fails the subsequent APFT, the chain of command will refer the student to the NCOA Commandant or a designated representative for disenrollment consideration. Additionally, a memorandum will be sent to the first General Officer in the student's chain of command. Students with permanent medical profiles will take part in daily PT within their profile limitations. Students that receive a temporary profile that precludes them from meeting the minimum graduation requirements of the course will be considered for administrative relief.

d **ACADEMIC RETRAINING/RETESTING.** The Small Group Leader (SGL) formally counsels the student and coordinates retraining/-retesting time during non-POI time. Following retraining, the student is allowed one retest. Retests for written exams will occur within 24 hours of the initial failure. Performance retest should occur within 72 hours of the initial failure.

e. **RELEASES (DISMISSALS).** Students are expected to attend all class sessions, complete all assignments, and conduct themselves in a manner expected of a noncommissioned officer. The NCOA Commandant may relieve students from the course for failing to meet academic standards, or for administrative reasons, including misconduct.

(1) Academic Dismissal. Academic dismissal occurs when the student fails to meet the academic standards.

(2) Administrative Dismissal. Administrative dismissal occurs under circumstances which do not merit academic dismissal, but which otherwise support one or more of the following conclusions:

(a) Personal conduct is such that the student's continued participation in the course is not appropriate.

(b) When continuation in the course will be prejudicial to the interests of other students.

(c) When the student engages in misconduct or behavior that violates law, regulations, or policy.

(d) Missing more than four class session hours as a result of excused absences due to injury, illness or personal emergencies.

(e) Exceeding the body fat standards of AR 600-9 at any time during the course.

(f) Student dismissals and appeals process will be in accordance with AR 351-1. Students will continue in regularly, scheduled classes during the appeal process, unless determined to be disruptive to training or discipline.

f. **TEST STANDARDS.**

(1) Students will be given two opportunities to meet minimum course standards (70%) on written examinations.

(2) Students receiving a "NO-GO" on the initial examination will be re-trained and Re-tested. The student must achieve 70% to be considered a "GO" on the re-test. It is the policy of this RTI not to give the re-test until re-training and adequate study time is allotted,

which cannot be done in the same day due to training schedule restrictions. If the student fails to receive a “GO” on the re-test, he/she will be referred to the NCOA Commandant for academic release from the course.

g. **COUNSELING.** Each SGL is responsible for conducting counseling with each assigned student. All counseling will be developmental in nature. The Senior Small Group Leader (SSGL) will assist SGL’s in the performance of counseling. All counseling will be performed utilizing DA Form 4856E. Branch Managers will conduct counseling on assigned SGL’s and SSGL’s. Mandatory (minimum) counseling for students will be performed as specified below:

(1) Initial; after serving in student leadership positions, and End of Course counseling.

(2) For failing any of the Academic or Performance Evaluations/ Exams.

(3) Other counseling sessions will be conducted as necessary.

(a) Failure to meet the standards of course.

(b) Failure to be at the appointed place of duty on time. Students who are late a second time will be referred to the SSGL. SSGL may refer the student through the chain of command to the NCOA Commandant for relief consideration.

(4) End of Course counseling:

(a) Will summarize student’s overall performance (to include strengths and weaknesses) for the course.

(b) Will assist the student in formulating a self-developmental action plan for use upon returning to the unit of assignment.

(c) Will be the basis for comments on the Academic Evaluation Report (AER).

h. **ACADEMIC PERFORMANCE.** The SGL evaluates the student’s academic performance and annotates it on a DA Form 4856E, and on the AER. Evaluation ratings are earned according to the “Student Evaluation Plan” (Student Handout).

i. **COMMANDANT’S OPEN POLICY.** The procedures for registering complaints and grievances are posted on the student bulletin board. All students will seek resolutions to their problems through the chain of command. If a problem cannot be solved in this manner, or if it is of a personal nature, they may request to see the NCOA Commandant.

j. **LIVE-IN ENVIRONMENT.** All noncommissioned officer education system (NCOES) courses will be conducted as a live-in environment, IAW TRADOC Regulation 351-10, Section II, Paragraph 5-10a. This is done to create a challenging, live-in, leadership-intensive environment designed to reinforce leadership and professional skills as part of the student academic training and daily routine.

(1) Students will be required to reside at the RTI on scheduled course weekends.

(2) You are not allowed to leave the institute on training weekends, without signing out through the proper authority and returning at the prescribed times designated by your squad leader.

(3) Any student violating the live-in code may be dismissed as a violation of student code under the section of RELEASES.

k. **OFF LIMIT AREAS.** All students of the RTI are restricted from entering the following areas:

(1) Administration building (unless on official business).

(2) Rooms and latrines assigned to the opposite sex are off limits.

l. **SUPPLY.**

(1) Students will sign for equipment and supplies when issued.

(2) Except for normal wear and tear, supplies and equipment checked into the supply room will be in the same condition as when issued.

(3) Supply personnel will initiate Report of Survey, Cash Collection, or Statement of Charges procedures when supplies or equipment is lost or misused.

5. UNIFORMS AND APPEARANCE.

a. **GENERAL.** This section provides guidance concerning the wear of uniforms and standards of appearance of students. Standardization and proper wear of the Army uniform is critical to a unit's good order and discipline. It is even more critical in a training environment. The following rules are provided to stress the overall emphasis of appearance and wear of the uniform and individual equipment:

(1) Be familiar with AR 670-1, Wear and Appearance of Army (Uniforms and Insignia).

(2) Assemble uniforms/equipment as instructed.

(3) Look sharp and set the example for others to follow.

- (4) Keep all uniforms in serviceable condition.
- (5) Shine boots and keep them in serviceable condition.
- (6) Make corrections on peers and others. Failure to do this condones a low standard.

a. ***GARRISON DUTY UNIFORM.***

(1) The garrison duty uniform for all students is the regular or lightweight battle dress Uniform (BDU). Use only authorized bootlaces. All students will wear the Black Beret with the BDU. Civilian type wet or cold weather clothing is not authorized at the RTI.

(2) Only brown "T" shirts will be worn with the BDU uniform.

(3) Wear all standard awards, nametapes, US Army, and unit patches IAW AR 670-1. Foreign awards (to include Jungle Expert patches) are not authorized. Wear the black Army issued web belt with the BDUs. Rank and special skill badges may be pinned on or sewn on, but not mixed.

(4) Fad chains are not authorized. Students may wear religious medallions, if not visible or apparent. Females may not wear earrings with BDUs. Females may wear lipstick and nail polish as long as it is conservative. Females may not wear extreme shades of lipstick or nail polish.

(5) Modifications due to temperature and weather conditions will be IAW AR 670-1.

(6) Wear identification (ID) tags at all times, to include physical training (PT).

(7) Wear the Black Beret IAW AR 670-1.

(8) Exceptions: Soldiers who have not been issued the black beret will wear the patrol cap (formerly BDU cap) with subdued insignia of rank IAW AR 670-1. Be prepared to explain the non-wear of the black beret.

a. ***PHYSICAL FITNESS UNIFORM.***

(1) The physical fitness uniform (PFU) consists of the following components:

(a) T-shirt, athletic, grays.

(b) Trunks, general purpose, gray.

(c) Sweat pants, gray.

- (d) Sweat shirt, hooded, gray, with zipper.
- (e) Wear ID tags around the neck.
- (f) Selected personnel will wear reflective road guard vest and carry white (Non-filtered) flashlights.
- (g) Female soldiers will wear a brassiere.
- (h) Footgear for PT will be appropriate serviceable running shoes with calf length White socks (without logos) or at the student's option, black leather combat boots with OD socks.

(2) Accessories (Optional)

- (a) Cap, knit, black 3346, and line number C04000.
- (b) Commercial running shoes, socks, gloves, long underwear and other items appropriate to the weather conditions and type of activity. Long underwear and similar items must be concealed from view by the hooded sweatshirt and sweat pants.

(3) Exceptions:

- (a) The improved physical fitness uniform (IPFU) may be worn in-lieu of the PFU.
Mix and matching of uniform articles of the IPFU and PFU is not authorized.
- (b) Black or gray commercial spandex shorts may be worn IAW AR 670-1 with the IPFU or PFU.

8. STUDENT STANDARDS AND RESPONSIBILITIES.

a. **INSPECTIONS.** Inspections are conducted in order to train and maintain the high standards and maintain uniformity. The NCOES cadre will support, through the student chain of command, daily inspections of students. Student Quarters may also be inspected for cleanliness. Student leader inspections will be conducted to provide leadership roles for NCOs to follow.

b. **FORMATIONS.**

- (1) All formations will be conducted IAW Field Manual (FM) 22-5.
- (2) Horseplay or non-military conduct while in formation will not be tolerated.
- (3) Formations are to provide accountability and leadership positions IAW TRADOC Reg 351-10, Chapter 2, Paragraph 2-20.

c. **MILITARY COURTESY.** Students will maintain the highest standards of military courtesy while at the RTI.

(1) Students will salute all officers and sound off with an appropriate greeting.

(2) Students will be at the position of parade rest when talking to any cadre personnel.

d. **VALUABLES.** Safe keeping of valuables is an individual responsibility.

e. **BUILDING/ CLASSROOM UPKEEP AND CLEANLINESS.** The student chain of command is responsible for the upkeep and policing of the buildings/ classrooms and outside areas utilized. The SGL will inform the student chain of command concerning cleaning supplies.

(1) Classrooms, quarters, and other training areas utilized will be kept orderly and in a high state of cleanliness.

(2) Classrooms will be kept clean and orderly:

(a) Empty trash at the end of each day. Dumpsters are located near the billeting, administration and north of the classroom facilities. Recyclable trash (paper) may be taken to the Administration building for shredding.

(b) Vacuum when required or needed.

(c) When classroom(s) are not in use, turnout lights and video equipment; secure when appropriate.

(3) Latrines

(a) Clean toilets bowls, to include all surfaces and below the water line.

(b) Stock one full roll of toilet paper in each toilet.

(c) Clean urinals.

(d) Ensure latrine floors, and counters, sinks are clean.

(e) Latrines will be swept and mopped if needed.

(f) Empty all trash into dumpsters provided. (All trash will be bagged).

(4) Common Use areas. Ensure all common use areas are clean, neat and orderly, and

free of trash. Police all areas utilized outside, to include smoking areas.

(5) When more than one class (i.e., OCS Class and NCOES Classes, etc.) are utilizing the same general classroom facility, the class leadership will coordinate with the class leadership for a cooperative housekeeping effort.

(6) Student Quarters. Although housekeeping service is provided prior to and after the room(s) are utilized, each student will police up after him/ herself and keep individual quarters in a high state of readiness. As a minimum:

(a) Beds will be made each morning.

(b) Uniforms and clothing items, as appropriate, will be hung in the closet areas.

(c) Towels, washcloths will be hung on towel racks.

(d) Trash will be kept within the trash containers provided within each room.

(e) When not in use, turn-off radio, alarm, TV, and lights.

(f) Rooms are subject to inspection for cleanliness and neatness.

(g) It is the responsibility of the student squad leaders to assure all common areas, as assigned by the student chain of command, coordinated by the SGL, are clean and orderly.

(h) Absolutely no horseplay, etc., is allowed in billeting. Damage to the facility caused by negligence or horseplay will become an individual(s) responsibility. Cost of repair/replacement may be charged to the individual(s) responsible as determined by the Installation Commander.

7. HONOR CODE SYSTEM

a. *HONOR CODE.*

(1) The honor code is designed to instill in each student those personal and professional standards of integrity and character, which are expected and required of all NCOs.

(2) The honor code is a set of ethical precepts to which students must adhere. Your presence at this RTI automatically subjects you to the honor code and its standards.

(a) A student will not lie, nor give equivocal or evasive information.

(b) A student will not cheat.

(c) A student will not steal.

(d) A student's work or signature is his bond.

(e) A student will not tolerate a violation of the honor code, as it is considered as grave an offense as the violation itself. Failure to report a violation of the code will constitute a violation.

(f) A student is expected to adhere to the spirit of the honor code at all times and without reservations.

(g) A student will not attempt to induce another student to commit an act or to assist in the Commission of an act, which constitutes a violation of the honor code.

b. ***HONOR SYSTEM.***

(1) GENERAL. The honor system is simply the application of the honor code to the environment of the student. The method of administering these precepts and application is termed the honor system.

(2) APPLICATION.

(a) A student will not allow another student to give him/her information concerning specific questions of an examination.

(b) A student is expected to respect the property rights of another. The taking, obtaining, or withholding of another person's property, which denies that person, the use or benefit of the property without the expressed consent of that student is theft. The best rule to follow is "DON'T BORROW".

(3) SIGNATURE.

(a) A student's signature or initials, like his word, is his bond and vouches for the accuracy of the document.

(b) The signature of a student on his written work, turned in for grading, is considered his certificate of honor that his written work is solely his own.

(4) REPORTING.

(a) A student who suspects or has knowledge that an honor code violation has been committed will immediately report it to his/her SGL.

(b) The SGL will solicit statements from all persons having knowledge of this matter without delay.

(c) Cadre personnel will report violations immediately to the SGL.

(5) PROCEEDING. The proceedings are considered to be “disciplinary”, and the NCOA Commandant is the final authority.

8. LEADERSHIP.

a. **PURPOSE.** This section outlines the responsibilities of students in the leadership development program.

b. **GENERAL.** The basic duties of students when assigned to leadership positions in the chain of command are listed below. Each student will familiarize himself with the responsibilities of that position. The SGL may add additional duties.

c. CLASS LEADER/PLATOON SERGEANT

(1) Establish priorities for the class.

(2) Maintain control of the students.

(3) Report all student absentees by name and location to the SGL.

(4) Ensure that the students wear the prescribed uniform and carry the proper equipment and material as dictated by the training schedule.

(5) Ensure that the students are prepared for daily inspections.

(6) Ensure that the quarter’s areas are prepared for inspection.

d. SQUAD LEADER.

(1) Establish priorities for the squad/group.

(2) Maintain control of the squad/group.

(3) Report all student squad absentees by name and location to the student platoon sergeant/class leader.

(4) Ensure that squad members wear the prescribed uniform and carry the proper equipment and material as dictated by the training schedule.

(5) Ensure that the squad members:

(a) Shave each morning.

(b) Hair cut IAW AR 670-1.

(c) Prepared for inspections (personal, quarters, and areas of responsibility).

(6) Enforce the school policies and those in this student handbook.

(7) Keep informed of squad members problems.

(8) Perform other duties as required.

9. GRADUATION. The BNCOC and ANCOC class leadership is responsible, as an additional duty, to conduct the class graduation exercise. To accomplish this task, a committee must be selected from members of the BNCOC and ANCOC classes. This committee will meet (during NON-POI hours) with the SSGL's and Course Managers to discuss the graduation tasks that need to be accomplished. Once the final plan has been accepted by each committee member and briefed to the SSGL's and Course Managers, the plan will then be briefed to the NCOA Commandant. Any correspondence or contacts anticipated by the committee for guest speakers, or outside participants will be coordinated through the Course Managers and approved by the Commandant. The entire graduation exercise from start to finish should not be longer than a one (1) hour time frame. Families and guests of students may be invited.

10. SAFETY. Safety is a major consideration when conducting training. Leaders will ensure that all training events do not place soldiers at undue risk of injury or accident. Emphasis will be placed on accomplishing a safety and health-risk assessment for each training event.